

WASHINGTON, D.C. 20424-0001

On August 9, 2000, the FLRA issued a Flexiplacement Pilot Program Instruction (FLRPI) implementing the Alternative Work Scheduling Act (AWSA). The instruction provides flexibility without impacting FLRA's mission accomplishments was flexibility without impacting FLRA's mission accomplishments. The instruction refers to both fixed and flexible work schedules and recognizes biweekly pay (or leave) status. FLRA AWS employees must be paid on a biweekly basis. AM to 3:30 P.M.) The FLRA established two types of fixed work schedules. AM to 3:30 P.M.) The FLRA

involves involves a 5-4/9 biweekly work schedule and allows the employee one involves a 5-4/9 biweekly work . TheThe second fixed work sThe second fixed work schedule iThe second fixed work schedule is called a Fixed selectedselected pattern of arrival time prior to the morning core time. These employees mustselected pattern of a from the time they begin their work status.

The FLRA also created two basic flexible work schedules. One is the Gliding Work Schedule, which is similar to the Fixed Tour Work schedule except that it requires supervisory approval. The Gliding Work Schedule employee works 40 hours for each week. Once the supervisor approves an employee's request for work schedule, the employee is not required to work the morning flexible time band. The second schedule includes the requirements of the Gliding Work Schedule with an addition of employees to vary the number of hours worked each day and the number of hours scheduled to be worked. The core time must be included and no more than 10 scheduled hours per day can be worked. Flexible work schedules give employees the discretion to change arrival time, number of hours worked, and the required 40 hours per week. They do not have to have supervisory approval to be at work during the core hours. When a supervisor determines that it is necessary to terminate an employee's AWS schedule, the supervisor must provide advanced notice and the specific reasons for advanced notice. Employees' use of Fixed or Flexible work hours must be supported by:

- a. Disruption in maintaining assigned office functions to provide customer service, and
- b. Abuse of or falsification of sign in and sign out requirements.

Supervisors are required to maintain written records of credit hours and use. Employees who are on written records of credit hours and use schedules must be accountable for their proper arrival and departure time work schedules must be employees must schedule their arrival and departure times in 15 minute employees must who are registered on Gliding who are registered on Gliding or who are registered on Gliding or Variable I within the morning flexible time band and depart at any time within the afternoon flexible within the Employees are not permitted to schedule more than 10 hours per work hours usually causes fatigue and the reduction of productivity.

Flexible employees may earn credit hoursFlexible employees may earn credit hours day. The maximum carry over of credit hours per pay period is 24 credit hours.day. The maximum carry over the same way annual and sick leave are used and supervisory approval isthe same way annual and sick leave are used and supervisory approval isIt is up to each individual supervisor as to whether approval is reqIt is up to each individual supervisor as to whether approval is conducted. As of March 31, 2005, the FLRA has 52 employees recredit hours is conducted. As of March 31, 2005, the FLRA has 52 employees reWork Schedule 56 employees used the Flexible Gliding or Variable schedules. The followingcharts provides this information.

AWS Fixed Work Schedule employees

Employee Name	Series/Grade	Official Title	Supervisor
EDDEDDYEDDY, EDDY, DAVID III	GS-0905-14/01	ATTORNEY-ADVISOR (LABOR)	Susan McCluskey
LOGAN-BIGGS, MARTHA L.	GS-0303-11/00	STAFF ASSISTANT	
PASS, SONYA Y.	GS-0905-14/01	ATTORNEY - ADVISOR	
BRYANT, AMY E	GS-0905-12/01	ATTORNEY-ADVISER (LABOR)	
WILSON, SHERRY A.	GS-0303-09/04	OFFICE MANAGER	William Tobey
BROWN, THELMA L.	GS-0950-11/09	PARALEGAL SPECIALIST	
JOHNSON, PAMELA P.	GS-0905-14/10	ATTORNEY-ADVISOR (LABOR)	
CRAWFORD, GLORIA J.	GS-0905-14/09	ATTORNEY-ADVISOR (LABOR)	Kirk Underwood
VAN DOREN, JONATHAN F.	GS-0905-14/02	ATTORNEY-ADVISER (LABOR)	
WHEELER, VALERIE G.	GS-0986-09/10	LEGAL TECHNICIAN	Jill Crumpacker
JOHNSON, DEBORAH D.	GS-0244-09/10	LABOR RELATIONS SPECIALIST	Gail Reinhart
BOOZE, EUGENIA V.	GS-0244-09/07	LABOR RELATIONS SPECIALIST	
STEVENSON, BELINDA H.	GS-0986-06/08	LEGAL CLERK (OA)	
GRETTON, GRETTON, ANTONIO	GS-0303-09/10	OFFICE OFFICE MANAGER	Joseph Schmansky
HILL-SMITH, RENEE	GS-0343-09/08	PROGRAM ANALYST	
WATLINGTON, DEBRA J.	GS-0343-11/05	MANAGEMENT ANALYST	
RICE, TRESA A	GS-0905-12/01	GENERAL ATTORNEY (LABOR)	Robert Hunter
YURASEK, HOLLY A	GS-0905-12/01	GENERAL ATTORNEY (LABOR)	
BIANCO, THOMAS F	GS-0905-15/04	REGIONAL ATTORNEY	
WALKER, WALKER, AND R. YOUNG	GS-0905-12/01	SECRETARY	
CHANDLER, BETH ILANA	GS-0905-13/04	GENERAL ATTORNEY (LABOR)	
BLACKISTON, VERNEAL E.	GS-0301-11/06	OFFICE MANAGER	
BARTLETT, JESSICA S.	GS-0905-11/01	GENERAL ATTORNEY (LABOR)	
SMITH, CABRINA S.	GS-0905-11/01	GENERAL ATTORNEY (LABOR)	
COWAN, SHAMAR RENEE	GS-0905-11/01	GENERAL ATTORNEY (LABOR)	
STUCKEY, CARNELL	GS-0318-07/05	SECRETARY	Nancy Speight
*SUTTON, PETER A.	GS-0905-15/00	REGIONAL ATTORNEY	Peter Sutton
WEDDLE, WEDDLE, GREG A	GS-0905-14/04	SR SR GENERAL ATTORNEY SR GENERAL ATTORNEY	
THOMAS, INEZ C.	GS-0301-11/05	OFFICE MANAGER	
WILSON, Y'LANDA E.	GS-0318-07/07	SECRETARY (OA)	
GALLAGHER, JOHN F.	GS-0905-14/10	GENERAL ATTORNEY (LABOR)	
LEBOLD, SANDRA JEAN	GS-0905-14/06	GENERAL ATTORNEY (LABOR)	
GLANTON, AYO A.	GS-0905-13/02	GENERAL ATTORNEY (LABOR)	
OLSON, JAIME J	GS-0905-12/01	GENERAL ATTORNEY (LABOR)	

STOKES, GARY W	GS-0905-11/05	GENERAL ATTORNEY (LABOR)	
QUINTANILLA, MICHAEL A	GS-0905-12/01	GENERAL ATTORNEY (LABOR)	James Petrucci
KIRSNER, WILLIAM D.	GS-0905-14/05	GENERAL ATTORNEY (LABOR)	
BATES, JOHN M. JR.	GS-0905-14/10	GENERAL ATTORNEY (LABOR)	
THOREN, STEVEN B.	GS-0905-14/05	GENERAL ATTORNEY (LABOR)	
JARVINEN, MATTHEW L.	GS-0905-15/06	REGIONAL ATTORNEY	Matthew Jarvinen *
FARLEY, MICHAEL F.	GS-0905-14/07	GENERAL ATTORNEY (LABOR)	
MCCOY, NANCY B.	GS-0244-13/05	LABOR RELATIONS SPECIALIST	
KILGORE, SUE T.	GS-0905-13/03	GENERAL ATTORNEY (LABOR)	
BENSON, DARLENE I.	GS-0244-13/08	LABOR RELATIONS SPECIALIST	Gerald Cole
PIZZI, ANDREW R.	GS-0244-14/07	LABOR RELATIONS SPECIALIST	Kirk Underwood
CREAMER, LOIS J.	GS-0303-09/10	OFFICE MANAGER	Eli Nash
DUDLEY, DEBORAH H.	GS-0201-13/05	HUMAN RESOURCES SPECIALIST	Jill Crumpacker
THOMAS, YVONNE M	GS-0342-15/05	SUPV SUPPORT SVCS SPCL	David Smith
EICHLER, FRANCINE C.	GS-0301-15/08	INSPECTOR GENERAL	Dale Cabaniss

* Peter Sutton is not using this as Acting Regional Director.

Flexible Employees

Employee Name	Grade/Series	Official Title	Supervisor
Wolcott, Clint	GS-905-15	Attorney Advisor	Sue McClusky
Carr, Chandra	GS-318-9	Secretary (OA)	Jill Crumpacker
Clark-Pruett, Clark-Pruett, Nicole	GS-201-13	Human Resource Specialist	Human Resource Specialist
Parks, Parks, Alice	GS-201-13	Human Resource Specialist	Human Resource Specialist
Hall, Carmen	GS-244-13	Labor Relations Specialist	Gail Reinhart
Sisson, Bridget	GS-244-15	Labor Relations Specialist	Eli Nash
Whittle-Spooner, Sarah	GS-905-15	Assistant General Counsel for Legal Policy	Assistant General Counsel
Turner, Catherine	GS-986-9	Legal Technician	
Zorn, Richard	GS-905-15	Assistant General Counsel for Appeals	Assistant General Counsel
Hicks, Joanne	GS-510-13	Operating Accountant	Rita Koch
Hodge, Stan	GS-510-12	Operating Accountant	
McCall, Val	GS-561-8	Budget & Financial Assistant	Budget & Financial
Crawford, Gary	GS-1102-14	Contracting Officer	Yvonne Thomas
Gould, Gould, Darryl	GS-342-12	Support Services Specialist	Support Services Specialist
Hollis, Hollis, Nicole	GS-342-13	Support Services Specialist	Support Services Specialist
Smith, Stephen	GS-1105-9	Purchasing Agent	
Kolansky, Ellen	GS-905-14	Supervisory Attorney	Joe Schimansky
Marshall, June	GS-244-13	Labor Relations Specialist	
Schimansky, Joe	ES-301-00	Executive Director	
Blackburn, Carol	GS-244-14	Labor Relations Specialist	Richard Zaiger
Cardia, Joan	GS-303-9	Office Manager	
DeChambeau, Rhonda	GS-244-13	Labor Relations Specialist	
Greene, Gerard	GS-905-14	General Attorney (Labor)	
Lieberman, Gary	GS-905-14	General Attorney (Labor)	
Melillo, Pamela	GS-318-7	Secretary (OA)	
Mithen, Dave	GS-905-13	General Attorney (Labor)	
Sorokoff, Gail	GS-905-13	General Attorney (Labor)	
Allen, Judy	GS-244-14	Senior Labor Specialist	Senior Labor Specialist

Glanton, Ayo	GS-905-13	General Attorney (Labor)	
Matlin, Sue	GS-905-14	Senior General Attorney	
Spellacy, Bill	GS-244-14	SeniorSenior LaborSenior Labor Senior Labor RS	Senior Labor
Labode, Ayodele	GS-905-13	General Attorney (Labor)	Matt Jarvinen
Peoples, Ernestyne	GS-318-7	Secretary (OA)	
Dye, Charlotte	GS-905-15	Regional Attorney	Jim Petrucci
Gonzalez-Brey-Socorro	GS-301-11	Office Manager	
Hughes, Jim	GS-905-12	General Attorney (Labor)	
McFearin, Anne	GS-905-13	General Attorney (Labor)	
Rivers, Shannon Wilson	GS-905-14	General Attorney (Labor)	
Arthur, Stephanie	GS-905-14	General Attorney (Labor)	Gerald Cole
Bodnar, Bob	GS-905-14	General Attorney (Labor)	
Lim, Vanessa	GS-905-13	General Attorney (Labor)	
Tracy, Amita	GS-905-13	General Attorney (Labor)	
Richards, Pam	GS-244-14	SeniorSenior Senior LS	Senior LaborSenior Labor Senior Relation
Pannozzo, John	GS-905-14	Senior General Attorney	
Shepherd, Yolanda	GS-905-14	Senior General Attorney	
Vandenberg, Lisa	GS-244-14	Labor Relations Specialist	
Perata, Jean	GS-244-15	Deputy Regional Director	
Matus, Maria	GS-244-13	Labor Relations Specialist	
Creech, Melissa	GS-905-12	General Attorney (Labor)	Nancy Speight
Hardy, Melissa	GS-301-11	Office Manager	
Henderson, Veneka	GS-244-11	Labor Relations Specialist	
Hines, Peter	GS-905-13	General Attorney (Labor)	
Hudspeth, Brent	GS-905-14	Senior General Attorney	
Sanderson, Paige	GS-905-14	General Attorney (Labor)	
Stuhler, Bradford	GS-905-11	General Attorney (Labor)	
Birch, George	GS-905-14	Attorney Advisor	Steve Svartz

Finding of Facts

1.1. The FLRA currently has 52 employees who are registered for Flexible Gliding Work Schedules. 56 employees registered for Flexible Gliding Work Schedules, with the exception of Member Armendariz's Office, and Regional Offices, with the exception of Member Armendariz's Office, have AWS 5/4/9 employees. The Washington Regional Office and the Chicago Regional Office have the most amount of employees (9) registered with AWS Fixed/Variable Work Schedules. Headquarters sub-components have employees registered for Flexible Gliding/Variable Work Schedules.

2.2. Interviews with FLRA supervisors did not reveal any inappropriate actions. Interviews with FLRA supervisors registered employees. The majority registered employees. The majority of supervisors actually worked beyond the required 5/4 9 hour day.

3.3. Virtually all supervisors have read the FLRA's AWS Regulation but only one Regional Office Director stated that all of the previous and new employees were provided the AWS instruction prior to applying for it, or were previously provided training prior to applying for it. All other supervisors stated that they assumed that all AWS employees read the FLRA AWS instruction prior to applying for it, or were previously provided training prior to applying for it. The Office of the General Counsel provided that the Office of the General Counsel provided information on AWS before they registered for it. All new (appointed FY 2001 up to FY 2001. All new (appointed FY 2001 to current time) supervisors were previously provided information on AWS before they registered for it.

4.4. With the exception of one, all supervisors stated that they did not require their employees to sign in and out (no sheets for their Flexible Gliding and Variable worksheets for their Flexible FLRA supervisors required their approval for AWS fixed scheduled employees changes.schedules. Most involved FLRA supervisors responsibility for comparing approved leave prior to the supervisor's approval and the submission online to the Department of Interior National Division.

5.5. With the exception of two Directors, one Regional Office5. With the exception of two Directors, one Regional Director, all other AWS fixed and flexible)Director, all other AWS fixed and flexible) employee superv timetime sheets and were aware that their AWS employees complied with AWS retime sheets and were aware stated that they trust their employees and assumed compliance also statedstated that they trust their employ any improper actions, they would immediately pursue them.

6. The majority of FLRA AWS (both fixed and flexible) employee supervisors felt that AWS was beneficial to FLRA employees. One Regional Office Director stated beneficial to FLRA employees. One Region options as part of his recruiting/ hiring tools.

7.7. All senior and line 7. All senior and line supervisors7. All senior and line supervisors interviewed sta following their AWS requirements.following their AWS requirements. They all stated that if they became aware of addressaddress them immediately. Two supervisors stated that they did have soaddress them immediately. counseled the subject employee and corrected the problem (onecounseled the subject employee and corrected the from AWS.) No current problems were identified.

8. The majority of FLRA supervisors who had AWS Fixed Schedule employees also had Flexible Gliding

